
Instructor's Outline

STEP Introduction and Open House

Purpose: Let parents know that their children will get a project that involves the whole family. Engage family interest at the beginning of the year so they can be thinking about the concept before the lessons are taught.

Participants and Key Messages:

- **Option 1 – Principal, Teachers, Emergency Management representative:** The principal announces the STEP program at a school Open House near the beginning of the academic year. A local Emergency Management Agency representative or first responder may be asked to speak briefly about the need for all families to make plans to protect themselves in case of an emergency (flooding, blizzard, fire, etc.) and may provide handouts with local contacts. He/she will include the fact that students in the STEP program will be learning more about what items to have ready if they need to leave their homes suddenly, and how to stay in contact with family members if they are separated. Teachers can reinforce this message in their individual classrooms.
- **Option 2 – Teachers, Emergency Management representative:** In the classrooms, the local Emergency Management representative speaks briefly about the need for families to make plans to protect themselves, etc. (see above). The teacher reinforces this message.
- **Option 3 – Teachers:** Teachers deliver the message (above). This message may be augmented by poster displays that relate to the theme.

Preparation:

- Tell the students about the upcoming unit on STEP –they will talk about emergencies and become agents to help their families plan what to do if there is a sudden flood, or blizzard or hurricane.
- Send home the ‘Dear Family’ letter that begins “As we all know, disasters can strike quickly and without warning” (in conjunction with the Open House flyer, if applicable).
- Contact your local emergency management agency representative, local first responders or the state emergency management agency (see additional resources) to ask if someone will attend the Open House and speak for 5 – 10 minutes about the importance of family planning (to an assembly at the beginning of the Open House or in the classroom). The rep may want to bring flyers or handouts about family emergency planning.
- If desired, have students produce artwork related to Nature and its sudden changes (hurricanes, floods, tsunamis, tornadoes, volcanoes, blizzards, fires, etc) to ‘set the scene’ in the classroom.
- Students may also create folders for the materials they will use during the preparedness lesson plans.

Instructor's Outline

Final Program & Graduation Event

Purpose: To recognize, reinforce and share the lessons learned by students and to include other family members as partners in the effort to be prepared for emergencies and disasters.

Participants: School principal or vice principal, instructor or classroom teachers, students and their families, local Emergency Management representatives.

Key Messages: Who needs to be prepared for an emergency? EVERYBODY! Here's how to do it: assemble an emergency kit and agree on a family communications plan. If you aren't able to gather all the items that are on the emergency kit list, at least collect a few important items and have those ready to take with you if you must leave your home. Being prepared can save lives!

Preparation:

- Letter home to families a week or two before the event ("Dear Family, As you know, our class has been learning how to prepare for...").
- Send home the flyer ("Attention Families") a few days before the event
- Sign a certificate of completion for each student.
- Help students gather props for Disaster Dudes game (red & yellow game cards, blackboard or paper for tallying the score, scorekeeper) and/or role-playing skits (role-players, 'emergency kit', umbrella, warm hats & scarves, soccer ball, pajamas, etc.)
- If you have it, post artwork that relates to the lessons ("Create an Emergency Preparedness Poster").
- Rehearse game & skits.
- Decide how certificates will be handed out.

Options:

- Invite your local emergency management representative or local first responder to briefly reiterate the importance of preparedness. Perhaps he/she might hand out the certificates of completion to the students
- Choose whether to use Disaster Role Play Scenarios or Adventures of the Disaster Dudes Game, or both.
- Assign students to work on the role play and/or Dudes game. Role plays might include a narrator who starts each 'skit' by reading the description of the scenario. You also might want to use someone to provide sound effects such as thunder, smoke detector, pet noises, etc.

Agenda: Final Program & Graduation Event

I.	Welcome	Principal and/or teacher(s)
II.	Explanation of Program	Teacher or student
III.	Introduction of Speaker (if applicable)	Teacher or student
IV.	Speaker (if applicable)	Emergency Management representative (or other; less than 10 minutes)
V.	What Do You Do? Emergency Skits	Students
VI.	Disaster Dudes Game	Students
VII.	Graduation	Teacher or Speaker and students
VII.	Closing Remarks	Principal, Teacher or Speaker

Family Letter – Special Event

Dear Family,

As you know, our class has been learning how to prepare for emergency situations. Students have talked about the kinds of sudden events that may occur in our area and have worked closely with you to build a family emergency kit and communications plan. Thank you for your support of these important projects!

In recognition of the hard work our students have done, our class invites you to a STEP Family Event and Graduation. Each student will receive a certificate of completion for the program and many students will participate in our presentations. We may also have a guest speaker from the emergency management community.

As the family members who are committed to supporting your student's activities, you should find this event both enjoyable and informative. We hope you will be able to attend.

The graduation event will be held on:

ENTER DATE, DAY, TIME, LOCATION

Please let me know if you have any questions. I look forward to seeing you all there!

Sincerely,

ATTENTION FAMILIES: **STEP: Student Tools for** **Emergency Planning** **Graduation**

**(Enter DAY, DATE, TIME,
LOCATION)**

Hear more about how to prepare your family for
emergencies!

See your student recognized for their hard work
in emergency preparedness training!

Enjoy student performances!